

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**November 21, 2007**

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| <b>TITLE:</b>           | Epidemiologist  |
| <b>POSITION NO:</b>     | 00821   |
| <b>LOCATION:</b>        | Public Health & Safety Division, Helena                                       |
| <b>STATUS:</b>          | Full-Time/Permanent   |
| <b>UNION:</b>           | MPEA  |
| <b>PAY GRADE:</b>       | Pay Plan 20, Pay Band 7   |
| <b>STARTING SALARY:</b> | \$36,693 - \$44,754 annually. Depending on qualifications and internal equity |
| <b>SUPPLEMENT:</b>      | Yes   |

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, December 6, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is due at time of application.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered for applicants that possess a public health related degree with major course work in epidemiology **AND** one year disease surveillance experience (including internships). Salary depends upon education and experience.

**TYPICAL DUTIES:** This position is an Epidemiologist for the Public Health & Safety Division. This position is responsible for developing, implementing, and overseeing disease surveillance, investigation, and containment systems and epidemiological analysis programs to determine appropriate public health program interventions and evaluations based on analyses of a multitude of health factors. This position provides appropriate epidemiologic analyses of surveillance and other program data to determine appropriate public health interventions, evaluations, and general public health practice. These analyses and decisions are based on a multitude of health factors and include providing consultation, technical assistance, and education to programs within the department as well as other local, state, and federal agencies. This position

also includes general public health practice activities such as providing data for program administrative and operational activities (e.g., grant applications, contract administration, supervision etc.)

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of concepts and theories of surveillance, epidemiology, statistics, and public health practice including biology and microbiology; disease etiology and intervention methods; risk factors associated with specific conditions; basic medical terminology; community assessment; chronic, maternal and child health, and communicable disease prevention methods; strategic planning; state and federal funding requirements; statistical survey design and analysis; federal grant requirements; program evaluation methods and techniques; project management; agency policies, procedures, and guidelines; budgeting; supervision; contract administration; computers and database management including the use of statistical software; presentation methods and techniques; principles and practices of public information and education; and supervision.

Skills: Skill in designing and conducting surveillance and epidemiologic studies and community assessments; determining demographic, medically relevant information and risk factor data; interpreting and analyzing the significance of medical, health and other data; determining validity, reliability and applicability of health indicators; and the appropriate application of statistical procedures and applied surveillance and epidemiologic principles.

Abilities: Ability to provide timely and concise information to others verbally, nonverbally, and in writing; listen effectively, and actively seek constructive feedback; make difficult decisions; and use reason and logic to identify and solve problems.

**EDUCATION/EXPERIENCE REQUIRED:** Master's degree in epidemiology or statistics **OR** Master's degree in public health with major coursework in epidemiology from an accredited college or university **AND** three years experience in disease surveillance and epidemiology (including internships). Other equivalent combinations of education and experience will be considered; however, a graduate degree is required.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:**  
HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. A resume is due at time of application; and
5. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain

exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Epidemiologist

Position: #00821

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Your responses should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Your answers to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience in analysis, visualization, and reporting of data. Specifically discuss analytic software experience such as SAS, SPSS, and Excel.
2. Please describe your experience in relation to the use of Epidemiology in program planning and data.